

# Spring Training Program

FY2023





# Illinois Technology Transfer Center Training Program

---

The Technology Transfer (T<sup>2</sup>) Program is a nationwide effort financed jointly by the Federal Highway Administration and individual state departments of transportation. Its purpose is to transfer the latest state-of-the-art technology in the areas of roads and bridges by translating the technology into terms understood by local and state highway or transportation personnel.

After reading all the information on our training classes, please fill the hyperlink online Microsoft form for registration. Please review our enrollment policy as we have limited seating in some of our classes and in most cases, our seating is open to Local Agency Personnel, on a first-come, first-serve basis. If you are not able to attend a class, please contact us as soon as possible so we may offer the spot to those people on our waiting list. Notifying us in advance of substitution of students would also be appreciated.

If you have any additional questions regarding our Training Program, please contact us as listed below.

Illinois Technology Transfer Center  
Illinois Department of Transportation  
2300 South Dirksen Parkway – Room 208, Springfield, IL 62764

<http://idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/technology-transfer-center/index>





*Tim Peters*

**Local Policy & Technology Engineer**  
Bureau of Local Roads and Streets  
Illinois Department of Transportation  
2300 S. Dirksen Parkway, Room 208  
Springfield, IL 62764  
(217) 785-5048  
(217) 836-5600 *Cell*  
[tim.peters@illinois.gov](mailto:tim.peters@illinois.gov)



*Barry Kent*

**Technology Transfer Program Manager**  
Bureau of Local Roads and Streets  
Illinois Department of Transportation  
2300 S. Dirksen Parkway, Room 208  
Springfield, IL 62764  
(217) 785-2350  
(217) 720-2300 *Cell*  
[barry.kent@illinois.gov](mailto:barry.kent@illinois.gov)  
[Technology Transfer Center \(illinois.gov\)](#)



*Stephanie A. Stoverink*

Technology Transfer Center  
**Training Development Technician**  
Illinois Department of Transportation  
Central Bureau of Local Roads and Streets  
2300 South Dirksen Parkway, Room 207  
Springfield, IL 62764  
217/557-1910 (office)  
217/720-2428 (*mobile*)  
[Stephanie.A.Stoverink@illinois.gov](mailto:Stephanie.A.Stoverink@illinois.gov)

# Enrollment

---

The courses listed on the following pages constitute the Technology Transfer Training Program. These courses are scheduled to be presented on the dates shown and at the locations indicated. These classes are all tuition-free unless otherwise noted. Travel, meals, and lodging expenses are always the responsibility of the student.

## **ENROLLMENT:**

We invite your agency to enroll students in the classes you desire by filling out the appropriate online Microsoft enrollment form.

It is important that you enroll early. Some classes fill up quickly and we may not be able to schedule additional classes.

In cases of excess enrollment, some attendance restrictions will be imposed and in cases of insufficient enrollment, classes may be cancelled. Enrollment in a class will be handled in accordance.

The contact person listed on the online Microsoft Form will receive an email approximately 24-48 hours prior to the class confirming your registration and giving the classroom/location information. All others will be notified by email that they have been placed on a waiting list and will be contacted if there are further cancellations.

## **CANCELLATION POLICY:**

If a student is unable to attend, it is the agency's responsibility to cancel before the day of the class. Frequent no shows may result in your agency receiving lower priority in future enrollments.

## **CONSULTANT POLICY:**

Enrollment for Consultants will be allowed in all Technology Transfer Training classes except for Local Agency Only classes. Due to the popularity of our classes, we must limit each Consulting firm to a maximum of 4 per class.

## **CERTIFICATES:**

A Certificate of Completion will be awarded to approved students who successfully complete the final examination for the class. In those classes where final exams are not given, a Certificate of Attendance will be awarded. The majority of T<sup>2</sup> Classes meet the requirements for Professional Development Hours (PDHs). The number of PDHs given per class can be found with the course description; however, it is the student's responsibility to ensure that the course meets the continuing education requirements of their license.

If you have any questions, contact Technology Transfer Program Manager Barry Kent at [Barry.Kent@illinois.gov](mailto:Barry.Kent@illinois.gov) or call (217) 785-2350 or (217) 720-2300.

\*If you are interested in hosting a training session or are interested in a specific training session that is not currently being offered in your area, please email your request to any Technology Transfer Center staff member

\*Please continue to check your email for Technology Transfer Center announcements of additional classes being held during the spring training session.

\*Please direct Flagger/Real Colors class requests and all questions about either training program to the T2 Training Development Technician, Stephanie Stoverink at [Stephanie.A.Stoverink@illinois.gov](mailto:Stephanie.A.Stoverink@illinois.gov) or call (217) 557-1910.

### **PLEASE READ – Changes to Scheduling of Flagger Trainings:**

Flaggers whose certification expires on or before **December 31, 2023**, will need to be enrolled in one of the **Spring or Fall 2023** training sessions scheduled or complete the online version of Flagger Safety.

Going forward, flagger trainings will be held at strategically placed locations throughout the State. Trainings will be held in every region of the State each Spring and Fall, locations within each region will be rotated per training season.

If your agency has a training room which is computer/projector accessible, will seat at least 50 participants, and is willing to host with other agencies in attendance, please contact Stephanie Stoverink at [Stephanie.A.Stoverink@illinois.gov](mailto:Stephanie.A.Stoverink@illinois.gov) or Barry Kent at [Barry.Kent@illinois.gov](mailto:Barry.Kent@illinois.gov) to be placed in this rotation.

The US Department of Labor and the Illinois Department of Labor have not specifically defined flagging as a hazardous job. However, the Illinois Department of Transportation recognizes there are definite hazards and risks associated with the job of flagging.

Starting August 1, 2019, the IDOT Bureau of Local Roads and Streets Technology Transfer Center will limit participation for flagging classes and activities to participants aged 18 and up.

Simply click on this link to register and pull down to the correct training you wish to attend:

<https://forms.office.com/g/ZAVEnY3PzK>

A confirmation email will be sent 24-48 hours prior to the training date



# FY2023 Training Schedule

Federal Fiscal Year: October 1, 2022 - September 30, 2023  
Additional 2023 Spring & Summer trainings will be released March 1, 2023

Course	Start Date	Location	Course Number
<b>TT – Waiver Valuation</b>			
	April 20, 2023	Peoria	FY2023-005
		<i>9am-4:00pm @ Festival Building 2200 East Washington Street, East Peoria, IL. 61611</i>	
<b>TT – Waiver Valuation</b>			
	May 16, 2023	Collinsville IDOT D8	FY2023-019
		<i>9am-4:00pm</i>	
<b>TT- ADA/PROWAG</b>			
	April 13, 2023	Springfield – IDOT	FY2023-007
		<i>2300 S. Dirksen Parkway 9am-4:00pm</i>	
<b>TT- Drug and Alcohol Testing Regulations</b>			
	April 19, 2023	WebEx Online	FY2023-020
		<i>9am-10am</i>	

**TT - Professional Conduct and Ethics**

May 22, 2023

Webex Online  
9:30am

FY2023-021

---

**TT- Galvanized Press Brake Tub Girder Bridge Technology**

May 24, 2023

WebEx Online  
  
10am-11am

FY2023-022

---

**TT- Welding Workshop for Highway Structures**

March 14-15, 2023

WebEx Online

FY2023-015

Register in advance for this meeting:

[https://usdot.zoomgov.com/meeting/register/vJIsfumhqj0iHnUfbOfWCOpGMM\\_RjiWVIXU](https://usdot.zoomgov.com/meeting/register/vJIsfumhqj0iHnUfbOfWCOpGMM_RjiWVIXU)

After registering, you will receive a confirmation email containing information about joining the meeting.

*Mar 14-15, 2023, 08:00 AM to noon Central Time*

---

**TT- Communications (Media & social media)**

May 17-18, 2023

Springfield – IDOT

FY2023-016

*Must be Registered in IACE ELDS to attend*

---

**TT- Welding Workshop for Highway Structures**

June 6-7, 2023

Schaumburg

FY2023-017

*IDOT D1 HQ  
201 West Center Court  
Schaumburg, IL 60196  
1-5p on day 1, and 8a-noon day 2*

---

**TT- Drones 101**

June 19, 2023

WebEx Online  
  
9am-10am

FY2023-023

---

**TT- Workplace Diversity**

July 25, 2023

WebEx Online  
*Must be Registered in IACE ELDS to attend*

FY2023-018

---

Simply click on this link to register and pull down to the correct training you wish to attend:

<https://forms.office.com/g/ZAVEnY3PzK>

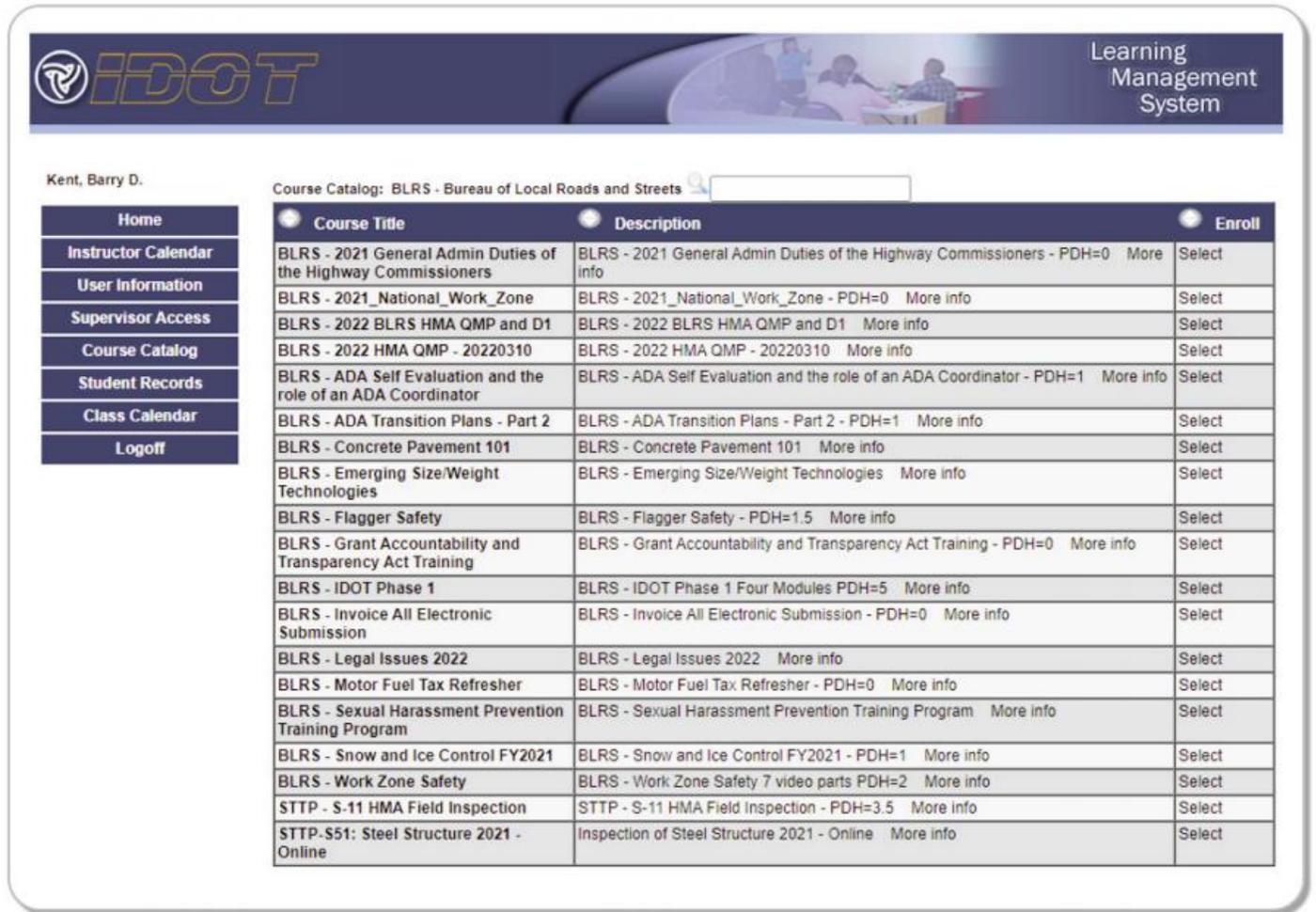
A confirmation email will be sent 24-48 hours prior to the training date

## Local Agency Only Classes

Course	Start Date	Location		Course Number
<b>TT-Flagger Training</b>				
	March 23, 2023	Danville	AM & PM	FY2023-219
	April 5, 2023	O'Fallon	AM & PM	FY2023-220
	April 12, 2023	Streamwood	AM & PM	FY2023-222
	May 3, 2023	Salem	AM	FY2023-223
	May 10, 2023	Pontiac	AM & PM	FY2023-224
	April 19 and May 17, 2023	Springfield	AM	FY2023-221 and 225
	May 23, 2023	Sterling	AM	FY2023-226
	May 31, 2023	Jo Daviess County	AM	FY2023-227

# T2 IS OFFERING ON DEMAND TRAINING WITH 24/7 access!

If you have any questions or need an account created, contact: [barry.kent@illinois.gov](mailto:barry.kent@illinois.gov)



The screenshot shows the IDOT Learning Management System interface. At the top left is the IDOT logo. At the top right is the text "Learning Management System". Below the header, the user name "Kent, Barry D." is displayed. A search bar contains the text "Course Catalog: BLRS - Bureau of Local Roads and Streets". On the left side, there is a vertical navigation menu with the following items: Home, Instructor Calendar, User Information, Supervisor Access, Course Catalog (highlighted), Student Records, Class Calendar, and Logoff. The main content area displays a table of course listings.

Course Title	Description	Enroll
BLRS - 2021 General Admin Duties of the Highway Commissioners	BLRS - 2021 General Admin Duties of the Highway Commissioners - PDH=0 <a href="#">More info</a>	Select
BLRS - 2021_National_Work_Zone	BLRS - 2021_National_Work_Zone - PDH=0 <a href="#">More info</a>	Select
BLRS - 2022 BLRS HMA QMP and D1	BLRS - 2022 BLRS HMA QMP and D1 <a href="#">More info</a>	Select
BLRS - 2022 HMA QMP - 20220310	BLRS - 2022 HMA QMP - 20220310 <a href="#">More info</a>	Select
BLRS - ADA Self Evaluation and the role of an ADA Coordinator	BLRS - ADA Self Evaluation and the role of an ADA Coordinator - PDH=1 <a href="#">More info</a>	Select
BLRS - ADA Transition Plans - Part 2	BLRS - ADA Transition Plans - Part 2 - PDH=1 <a href="#">More info</a>	Select
BLRS - Concrete Pavement 101	BLRS - Concrete Pavement 101 <a href="#">More info</a>	Select
BLRS - Emerging Size/Weight Technologies	BLRS - Emerging Size/Weight Technologies <a href="#">More info</a>	Select
BLRS - Flagger Safety	BLRS - Flagger Safety - PDH=1.5 <a href="#">More info</a>	Select
BLRS - Grant Accountability and Transparency Act Training	BLRS - Grant Accountability and Transparency Act Training - PDH=0 <a href="#">More info</a>	Select
BLRS - IDOT Phase 1	BLRS - IDOT Phase 1 Four Modules PDH=5 <a href="#">More info</a>	Select
BLRS - Invoice All Electronic Submission	BLRS - Invoice All Electronic Submission - PDH=0 <a href="#">More info</a>	Select
BLRS - Legal Issues 2022	BLRS - Legal Issues 2022 <a href="#">More info</a>	Select
BLRS - Motor Fuel Tax Refresher	BLRS - Motor Fuel Tax Refresher - PDH=0 <a href="#">More info</a>	Select
BLRS - Sexual Harassment Prevention Training Program	BLRS - Sexual Harassment Prevention Training Program <a href="#">More info</a>	Select
BLRS - Snow and Ice Control FY2021	BLRS - Snow and Ice Control FY2021 - PDH=1 <a href="#">More info</a>	Select
BLRS - Work Zone Safety	BLRS - Work Zone Safety 7 video parts PDH=2 <a href="#">More info</a>	Select
STTP - S-11 HMA Field Inspection	STTP - S-11 HMA Field Inspection - PDH=3.5 <a href="#">More info</a>	Select
STTP-S51: Steel Structure 2021 - Online	Inspection of Steel Structure 2021 - Online <a href="#">More info</a>	Select

[Illinois Department of Transportation \(ildottraining.org\)](http://ildottraining.org)

## Course Descriptions

### ADA Self Evaluation and Transition Plans

**PURPOSE:** To provide an understanding of the requirements for ADA self-evaluation and transition plans for public right-of-way.

**TOPICS COVERED:** This course provides an understanding of why agencies need to have ADA self-evaluation and transition plans. It provides an understanding of best practices in developing and maintaining self-evaluations and transition plans. It provides participants with an understanding of the risk's agencies take by failing to have ADA self-evaluations and transition plans in place.

**LENGTH:** ½ day

**PDH's:** 3.0

**Instructor:** [Tim Peters](#) (IDOT)

## **ADA/PROWAG**

PURPOSE: This seminar includes presentations by the Federal Highway Administration – IL Division and Illinois Department of Transportation that will discuss the United States Access Board’s Proposed Accessibility Guidelines for Pedestrians Facilities in the Public Right-of Way (PROWAG) that will impact highway agencies. It will also provide an overview of other state and federal laws affecting access for people with disabilities in the right-of-way.

TOPICS COVERED: PROWAG, ADA, EBA, and other federal/state laws and standards.

LENGTH: 1 day

PDH's: 6.0

Instructor: **Traci Baker** (FHWA) and **Stephen Letsky and Tim Peters** (IDOT)

## **Essentials of the Uniform Act, Real Estate Workshop for LPA's**

OVERVIEW: This workshop will provide a basic foundational overview of the essential requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970. This workshop will also offer practical applications which will help local agencies deliver their projects more efficiently, effectively, and in compliance with federal and state requirements.

LENGTH: 1 day

PDH's: 6.0

Instructor: **James Kyte** (FHWA)

## **Basic Math Refresher Training**

PURPOSE: To provide an understanding of basic math concepts used in highway engineering, construction, and design.

TOPICS TO BE COVERED: This training course is designed to provide a basic overview of math concepts for entry level highway engineering technician positions who are involved in design studies, construction inspection, and other highway engineering work. Through “real-world” examples, participants will develop basic math concepts for highway construction and design. Tips and tricks on increasing overall proficiency and productivity are provided through the training.

AUDIENCE: Highway personnel with very limited math background or recent math experience. (Newly elected Highway Commissioners, newly hired Technician’s, Local agency employees with limited math background).

LENGTH: ½ day

Instructor: **Barry Kent** (IDOT)

## **Basic Supervisory Skills**

PURPOSE: If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you with the basics of business by learning the language of management.

TOPICS COVERED: Supervisory skills training is essential because becoming a supervisor or manager demands new skills, you must learn how to lead and accomplish tasks through others. This ½ day seminar is excellent for the new supervisor or manager and for those who need to have a refresher on their supervisor skills. There will be plenty of activities to stimulate participants and to make the lessons more memorable.

LENGTH: ½ day

PDH's: 3.0

Instructor: **Barry Kent** (IDOT)

## **Commercial Driver's License Training**

**OVERVIEW:** In recent years, the Federal Motor Carrier Safety Administration has introduced two new rules impacting agencies employing anyone operating a vehicle requiring a Commercial Driver's License.

The first rule is the Drug and Alcohol Clearinghouse (DACH). The Clearinghouse contains information about holders of commercial driver's licenses (CDLs) and commercial Learner's permits (CLPs) who are covered by FMCSA's Drug and Alcohol Testing Program. This rule requires all employers that hire drivers to operate CDL vehicles must register with the DACH and verify all new hires are not prohibited from operating a vehicle. Additionally, it requires every driver to be reviewed on an annual basis to ensure they have not tested positive with another employer.

The second rule is the Entry Level Driver Training (ELDT) rule. This rule requires all persons wanting to obtain a commercial driver's licenses (CDLs) and commercial Learner's permits (CLPs) for the first time, to complete minimum training. The ELDT regulations set the minimum Federal requirements for training that entry-level driver must complete before being permitted to take certain CDL skills or knowledge tests.

Unlike several Federal regulations, state and local governments are subject to complying with both rules. Please attend to learn how their programs can impact your organization.

**LENGTH:** 1.50 Hours

**PDH's:** 0.0

**Instructor:** Dan Meyer, Division Administrator  
Illinois Division - Federal Motor Carrier Safety Administration

## **Communication Excellence: Written Communication and Maximizing social media in the Workplace**

**PURPOSE:** The course will provide students with information and guidance regarding written communication and use of social media in the workplace.

**TOPICS COVERED:**

- Participants will have sharpened their grammar skills.
- Participants will be provided with tools to guide them in creating professional correspondence in written or email form.
- Participants will be able to determine how to present content effectively.
- Participants will understand the need for filtering social media to protect their jobs, as well as protect their communities from controversy.
- Participants will leave with examples as to how to best use social media to promote the message of their community.
- Participants will obtain a better understanding of what can be accessed by the public, as well as how FOIA and record retention impact social media.

**LENGTH:** 1/2 day

**PDH's:** 3.0

**Instructor:** Tina Barton (Consultant)

## **Concrete Pavements 101**

**OVERVIEW:** Understanding the basics of fresh and hardened concrete properties and how they contribute to the design and service life of a concrete pavement.

**LENGTH:** 1 Hour

**PDH's:** 1.0

**Instructor:** Luke B. McHugh (National Ready Mix Concrete Association) and James D. Randolph (Illinois Ready Mix Concrete Association)

### **Concrete Structures Construction Inspection (STTP-S13)**

PURPOSE: The course will provide students with information and guidance regarding concrete structures construction inspection.

TOPICS COVERED: Removal of existing structures; Structure excavation; Cofferdam construction; Soil retention construction; Falsework construction; Inspecting concrete structures forming, placement, finishing, and curing; Inspecting reinforcement placement

LENGTH: 1 day

PDH's: 6.0

Instructor: Doug Dirks (IDOT)

### **Contract Administration (STTP-S100)**

Purpose: The course will provide students with information and guidance regarding the organization of the central office, prequalification of contractors, the letting process, approval of registered subcontractors, Pre-Construction Meetings, DBE's, and the central bureau of constructions insight on progress schedules, time extensions and change orders.

Topics to be Covered:

Understanding of the Central Office Organization

Learn about the Letting Process

Understanding the Prequalified Contractors performance evaluations

Subcontractor Approval process

DBE's requirements

Understand the different types of Progress Schedules and what to review

Understanding of the types of Time Extensions

Understanding Authorization of Contract Change (BC-22) and Construction Memorandum 4

Length: 1 day

PDH's: 6

Instructor: Mike Copp (IDOT)

### **Creating a Healthy Workplace Starts with You**

OVERVIEW: This course will provide a foundation to the definition and impact each person has on workplace culture. This will equip attendees with tools to create cultural changes in their unit and ways to individually make a difference.

LENGTH: ½ day

PDH's: 3.0

Instructor: Heather Humphrey (IDOT)

### **Drilled Shaft Foundation Construction Inspection (STTP - S32)**

PURPOSE: To provide instruction on the proper installation and inspection of drilled shaft foundations.

LENGTH OF COURSE: ½ day

PDH's: 3.0

Instructor: Doug Dirks (IDOT)

### **Drones 101**

PURPOSE: Public works and drones: How drones are being used to improve safety and savings.

TOPICS COVERED: Drones, FAA Part 107 Remote Pilot Certificate

LENGTH: 1 Hour

PDH's: 1.0

Instructor: Barry Kent (IDOT)

## **Drug and Alcohol Testing Regulations**

PURPOSE: Drug & Alcohol Testing Regulations, Employer Responsibilities, Updates on hair and oral fluid testing, with Q&A on CDLs and ELDT

TOPICS COVERED: Drug & Alcohol Testing Regulations, Employer Responsibilities, Updates on hair and oral fluid testing, with Q&A on CDLs and ELDT

LENGTH: 1 Hour

PDH's: 1.0

Instructor: **Shelly Miller and Matt Wells** (*Mid-West Truckers Association, Inc.*)

## **Earth Excavation and Embankment (STTP-S15)**

PURPOSE: The course will provide students with information and guidance regarding earth excavation and embankment construction inspection.

TOPICS COVERED: Inspecting tree removal, hedge removal, and clearing for conformance with plans and specifications; Identifying unsuitable embankment materials; Locating and preserving underground utilities in an excavation; Borrow use waste approvals; Inspecting embankment construction; Inspecting earthwork operations for conformance with storm water pollution prevention plans; Recognizing operations which may contribute to embankment slides or extensive settlement; Determining the required percent compaction at any density test site; Inspecting top soil excavation and placement; Measurements and calculations for progress and final documentation of the following pay items: tree removal, hedge removal, earth excavation, rock excavation, borrow excavation, top soil excavation, top soil placement.

LENGTH: 1 day

PDH's: 6.0

Instructor: **Ryan Sheley** (*IDOT*)

## **Excavating-Trenching**

PURPOSE: This course is designed to assist both employers and employees to achieve compliance standards regarding trenching and excavation safety. They will learn to identify hazards encountered when working in or near trenching and excavation sites and correction of these hazards, soil testing methods, trench protection systems, and general safety requirements.

LENGTH: 1 day

PDH's: 6.0

Instructor: **County Highway Department**

## **Galvanized Press Brake Tub Girder Bridge Technology**

PURPOSE: Learn about this new AASHTO Innovation Focus Technology for 100-year bridge beam girders

TOPICS COVERED: Development, testing, manufacturing and implementation of this new technology and case studies of existing installations in Illinois and Michigan

LENGTH: 1 hour

PDH: 1 hour

Instructors: **Jeff Simkins and Greg Mitchel** (*Valmont Bridge Solutions*)

## **General Administrative Duties of the Highway Commissioner**

PURPOSE: This seminar is a unique opportunity for highway commissioners to learn about administrative duties of your elected position. This seminar a collaborative effort between the Illinois Department of Transportation, the Illinois Association of County Engineers, the Township Officials of Illinois and the Illinois Highway Commissioner

Association. Highway commissioners have the same responsibilities of county engineers and DOT personnel – to maintain a safe and efficient transportation system for everyone that lives in your area.

LENGTH: 1 day

PDH's: 6.0

Instructor: Barry Kent (IDOT)

### **Grant Accountability and Transparency Act (GATA) – Classroom**

PURPOSE: This seminar includes a presentation by the Illinois Department of Transportation discussing GATA and its impact on highway agencies. It will also provide a Q/A session at the end of the training session.

TOPICS COVERED: GATA and other federal/state laws and standards.

LENGTH: ½ day

PDH's: 3.0

Instructors:

Carissa Calloway (IDOT) and Dana Edwards (IDOT)

Denise Johnson (IDOT) and Shelly Runyard (IDOT)

Aubrey Schuckman (IDOT) and Cassandra Squires (IDOT)

Melanie Turner (IDOT)

\*PREREQUISITE: Must have viewed GATA – Web Based: <https://www2.illinois.gov/sites/GATA/Pages/default.aspx>

### **HEC-RAS Training**

PURPOSE: To provide an understanding of utilizing HEC-RAS modeling.

TOPICS TO BE COVERED: This training course is designed to provide a comprehensive overview of HEC-RAS capabilities for hydraulic engineers, hydrologists, and project managers of all experience levels who are involved in floodplain studies, bridge and culvert examples, and other HEC-RAS modeling work. Through “real-world” examples, participants will develop their own HEC-RAS models and simulate different design alternatives. Tips and tricks on increasing overall proficiency and productivity are provided throughout the training.

LENGTH: 2 days

PDH's: 12.0

Instructor: Consultant

### **IDOT Phase 1 Course**

PURPOSE: To develop a better understanding of the Illinois Department of Transportation’s Phase 1 process.

TOPICS COVERED: Developing a transportation project’s purpose and need, roles and responsibilities of local, state, and federal agencies, environmental studies conducted through the Environmental Survey Request process, analyzing and incorporating necessary engineering and environmental findings, and differences among Categorical Exclusions (CE), Environmental Assessments (EA), and Environmental Impact Statements (EIS).

LENGTH: 1 day

PDH's: 6.0

Instructors:

John Sherrill (IDOT) and Felecia Hurley (IDOT)

Carlos Feliciano (IDOT) and Charles Riddle (IDOT)

Kevin Stallworth (IDOT) and Janel Veile (IDOT)

Ken Runkle (IDOT) and Janis Piland (FHWA)

### **Illinois Roads Scholar Program**

**OVERVIEW:** This program delivers training needs for front line public works employees, this three-year (one week per year) training program is designed to train in most all aspects of municipal road right-of-way work tasks. This powerful collection of training sessions is perfect for bringing your career to a new level of professionalism.

**LENGTH:** 5 day for 3 years

**PDH's:** 30.0

**Instructor:** APWA Chicago Metro Chapter in conjunction with IDOT T2

### **Illinois Statues and Rules for Professional Engineering**

**OVERVIEW:** This meets the required New IDFPR Rules for PDH Course Requirements

**LENGTH:** 1.0 Hour

**PDH's:** 1.0

**Instructor:** Tim Peters (IDOT)

### **Implementing Safe Work Zone Operation Strategies**

**PURPOSE:** This course will provide personnel responsible for planning the operations of their workers in flagged, mobile, short duration, short term and incident response operations, tools and strategies to reduce the probability and severity of an incident.

**TOPICS COVERED:** Implementing the MUTCD in the field, common site related challenges and countermeasures, developing and using standard operating procedures, and training on key temporary traffic control topics.

**LENGTH:** 1 day

**PDH's:** 6.0

**Instructor:** Neal Carboneau (TTI with FHWA Grant)

### **Land Acquisition: A Federal and State Update**

**PURPOSE:** Refresher to the Uniform Relocation Assistance and Real Property Acquisition Act (1970) ("URA") and to provide some Q/A's on generally asked LPA questions. Also provides guidance from the Central Bureau of Local Roads and the Central Bureau of Land Acquisition regarding land acquisition for federal aid projects.

**LENGTH:** 1 day

**PDH's:** 6.0

**Instructor:** James Kyte (FHWA)

### **Land Acquisition: Negotiation Skills Workshop**

**PURPOSE:** The purpose of this workshop is to identify and develop key skills needed to acquire rights-of-way (ROW) and real property interests for federal-aid projects successfully. The workshop will provide federal and state perspective for the acquisition and negotiations according to the Uniform Relocation Act (1970), as amended.

**TOPICS COVERED:** An update and reminder about key regulatory and IDOT ROW manual requirements for files, practical and helpful negotiation tips, best practices for completing the negotiation process, and the certification of ROW.

**LENGTH:** 1 day

**PDH's:** 6.0

**Instructor:** James Kyte (FHWA)

## **Manual on Uniform Traffic Control Devices (MUTCD) Training**

PURPOSE: This course will provide the basic principles of the MUTCD. It will also provide guidance on the importance of compliance with the MUTCD and a general discussion on how and why devices are included in the manual.

TOPICS COVERED: There will be sessions focusing on the concept of Positive Guidance, Human Factors, and how they relate to proper traffic control, and highlights of each Part of the MUTCD.

LENGTH: 1 day

PDH's: 6.0

Instructor: Dean Mentjes (FHWA) and Marshall Metcalf (IDOT)

## **Motor Fuel Tax Accounting and Compliance Review**

PURPOSE: This course will enable students to properly record and account for MFT funds utilized on local agency projects.

TOPICS COVERED: Accounting and uses of MFT funds as established by the Illinois Department of Transportation.

LENGTH: ½ day

PDH's: 3.0

Instructor: Amy Whitecotton (IDOT)

## **PASER**

OVERVIEW: This course is intended to assist local officials in understanding and rating the surface condition of asphalt, concrete, sealcoat, and gravel pavements. It will describe types of defects and provides a simple system to visually rate pavement conditions. It also will present how to use the ratings to assist in planning and budgeting. The course will consist of both classroom lecture and practicing rating roads in the field.

LENGTH: 1 day

PDH's: 5.0

Instructor: Brian Tjernlund (Assistant Lee County Engineer)

## **Permeable Pavements Workshop**

PURPOSE: This workshop will address the latest in permeable pavement technologies and best practices. The workshop provides the most current information on the structural and hydraulic design, factors for successful construction and maintenance and performance of long-lasting storm water management pavement systems.

AUDIENCE: Federal, State, Local, planners or engineers with planning, design, construction, or maintenance responsibilities. Storm water professionals (CPESC, CESSWI, CMS4S, & CPSWQ), contractors, material suppliers, construction inspectors, local agency employees and other persons involved in storm water management and the design and inspection of permeable pavement.

PDH's: 5.0

Instructor: FHWA

## **Pile Foundation Construction Inspection (STTP-S19)**

PURPOSE: This course will provide students with information and guidance regarding pile foundation construction inspection.

TOPICS COVERED: Inspecting foundation excavation for conformance with plans and specifications; Inspecting piling for conformance with plans and specifications; Pile capacity calculations; Inspecting test pile installation and determining required pile lengths; Inspecting pile driving operation to ensure attainment of nominal required bearing and conformance with plans and specifications; Inspecting pile slicing operations for conformance with specifications; Measurements and calculations for progress and final documentation of the following pay items:

furnishing piling, driving piling, pile shoes, test pile, and concrete encasement; Measurements and calculations for documentation of extra work involved in splicing piling.

LENGTH: 1 day

PDH's: 6.0

Instructor: Mike Copp (IDOT)

\*PREREQUISITE: Probability of assignment to inspection and documentation of pile driving operation

### **Plant Mix Asphalt: Design, Construction, Maintenance, and Rehabilitation**

PURPOSE: Participants will learn about: Proper pavement design procedures including Modified AASHTO and M-E Design of flexible pavements; Plant mix design procedures including volumetric properties, performance criteria, and additives; Importance of proper construction techniques, equipment, and inspection; Effective use of maintenance treatments; and Rehabilitation techniques for existing pavements. Plant tour in the afternoon.

LENGTH: ½ day

PDH's: 4.0

Instructor: Kevin Burke III (Illinois Asphalt Pavement Association)

### **Portland Cement Concrete Pavement Construction Inspection (STTP-S21)**

PURPOSE: This course will focus on construction inspection of concrete pavements.

LENGTH: 1-day

PDH'S: 6.0

Instructor: Doug Dirks (IDOT)

### **Professional Conduct and Ethics**

OVERVIEW: This meets the required New IDFPR Rules for PDH Course Requirements

LENGTH: 1.0 Hour

PDH's: 1.0

Instructor: Tim Peters (IDOT)

### **Project Administration Seminar**

PURPOSE: This seminar includes project administration for state and federal funded projects.

LENGTH: 1-day

PDH'S: 6.0

Instructor: IDOT T2 & CBLRS Staff (IDOT)

### **Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Seminar**

PURPOSE: This seminar includes presentations by the Federal Highway Administration – IL Division and Illinois Department of Transportation that will discuss the United States Access Board's Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that will impact highway agencies. It will also provide an overview of other state and federal laws affecting access for people with disabilities in the right-of-way.

TOPICS TO BE COVERED: PROWAG, ADA, EBA, and other federal/state laws and standards.

LENGTH: 1 day

PDH's: 6.0

Instructor: Traci Baker (FHWA) and Carrie Nelsen (IDOT)

## **Qualification Based Selection Training**

OVERVIEW: This class is focused on recent changes to the QBS requirements when using federal funds to pay for engineering work. IDOT's BLRS manual has been revised to implement these changes. Participants in this class will gain understanding of the requirements for QBS and how to develop and implement a written QBS plan in their agency.

LENGTH: ½ day

PDH's: 3.0

Instructor: Tim Peters (IDOT)

## **Seal Coats (Oil and Chipping)**

Overview: Describes the materials, application rates, equipment, and quantities in the construction of seal coating.

Length: ½ day

PDH's: 3.0

Instructor: Consultant

## **Seal Coat, Gravel, and Dirt Roads**

PURPOSE: This course provides participants with an understanding of the best practices in evaluation and maintenance of seal coat, gravel, and dirt roads.

TOPICS COVERED: The course is based on an Illinois Center for Information research project. It presents new technologies, along with proven best practices gathered from a statewide survey of counties and townships, and a review of practices in other states.

LENGTH: ½ day

PDH's: 3.0

Instructor: Tim Peters (IDOT)

## **Sexual Harassment Prevention Training Program– Instructor Led Training Online**

PURPOSE:

1. an explanation of sexual harassment consistent with the IHRA;
2. examples of conduct that constitutes unlawful sexual harassment.
3. a summary of relevant federal and State statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment; and
4. a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

TOPICS COVERED: an explanation of sexual harassment

LENGTH: 1 Hour

PDH's: 1.0

Training meets the requirements for the Illinois PE license.

Training meets the requirements for employees of public agencies in Illinois.

Instructor: Teresa Haley and Tim Peters

## **Small Drainage Structures Construction Inspection (STTP-S46)**

PURPOSE: This course will provide participants with the basics in Storm Sewer specifications and Pipe Culvert specifications.

TOPICS TO BE COVERED: Inspecting storm sewer pipe for conformance with plans and specifications, trench excavations and shoring, pipe installation and backfill, embankment construction and trenching operations for

conformance with plans and specifications. Check length, gradation, and location of pipe for conformance with field conditions, installation and backfill of pipe for conformance with specifications and protection requirements of pipe to insure against overload damage. Determine field quantities for progress and final documentation of the pipe culvert pay item and field data to document the extra work payment required for removing and replacing unsuitable foundation material. Requirements of field data for progress and final documentation of storm sewers and trench backfill will be covered.

LENGTH: 1 day

PDH's: 6.0

Instructor: Mike Copp (IDOT) and Ryan Sheley (IDOT)

### **Snow and Ice Control Training**

PURPOSE: The course provides training to local agency personnel for their winter snow and ice operations.

TOPICS COVERED: Planning for snow and ice operations, weather information sources, equipment, snow and ice chemicals, chloride and the environment, level of service, and post storm activities.

LENGTH: ½ day

PDH's: 3.0

Instructor: Tim Peters (IDOT)

### **Social Media: Do's and Don'ts**

PURPOSE: You can never be too prepared for a media interview. Even the best pros make mistakes because they didn't take time to thoroughly prepare their message. This class will teach you how to effectively get your message across to the news media and how to build positive, productive relationships with the media. It will also help you overcome intimidation about working with the news media. The class will detail what to do and not to do regarding social media.

TOPICS TO BE COVERED: Preparing and drafting your key messages, deflecting negative questions, staying on track, how to convey a positive, strong message about your company and using social media.

LENGTH: 1 day

PDH's: 6.0

Instructor: Joe Schatteman (IDOT)

### **Soils Field Testing and Inspection Course (STTP S-33)**

PURPOSE: This course prepares construction and materials personnel with the basic skills and guidance to properly perform field testing and inspection of subgrade, embankment, and shallow foundations for various structures. This course also describes common geotechnical problems and the remedial actions generally used to correct them.

TOPICS TO BE COVERED: [S- 33 Manual](#)

LENGTH: 3 days

PDH's: 12.0

Instructor: (IDOT)

### **Steel Structures Construction Inspection (STTP-S51)**

PURPOSE: This course will provide students with information and guidance regarding steel structures construction inspection.

TOPICS COVERED: An overview of steel structure construction inspection; Acceptance of steel materials at the jobsite; Erection of steel beams/girders; Bolting of steel girders; Inspection of secondary members.

LENGTH: 1 day

PDH's: 6.0

Instructor: Justan Mann (IDOT) and Ryan Sheley (IDOT)

### **\*Tractor Mower Operator Safety Training**

This workshop combines both classroom and hands-on training to instruct participants on the best safety practices for industrial mower operator safety. Classroom topics include responsible operation, safety management of hazards and risks, before-operation safety, operation safety, safety during shutdown, and safety practices during maintenance. Hands-on training topics include equipment inspection, safety signage placement, use of checklists, safe operating techniques, and personal protective gear use.

Instructor:     **Consultant**

### **Turning Conflict into Resolution**

OVERVIEW: Conflict is a fact of life – and the workplace. Learning to resolve it effectively, and in a way that does not increase your stress levels, is important for everyone. The process of conflict resolution is an opportunity for growth and change in a work environment, with great potential for a positive outcome. In this course, you will learn why conflict happens, how to identify the different methods of conflict resolution, and how to turn conflict into collaboration.

LENGTH: ½ day

PDH's: 3.0

Instructor:     **Heather Humphrey (IDOT)**

### **Understanding USACE and IDNR/OWR Permitting Requirements for Road Projects**

OVERVIEW: This course discusses how to design your road projects and provides a thorough understanding of USACE and IDNR/OWR permitting requirements for road projects. Other topics include identifying when written verification is needed from one or both agencies prior to beginning construction.

LENGTH: ½ day

PDH's: 3.0

Instructors:

**Donna Jones** (Army Corp of Engineers) and **Bill Milner** (IDNR) – Downstate

**Keith McMullen** (Army Corp of Engineers) and **Steve Altman** (IDNR) – St. Louis District

**Julie Rimbault** (Army Corp of Engineers) and **Gary Jereb** (IDNR) – Chicago area

### **Waiver Valuation Workshop: The Nuts and Bolts to Preparing Waiver Valuations**

OVERVIEW: This workshop will provide a basic foundational nuts and bolts overview of the essential requirements and the preparation of waiver valuations according to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970. This workshop will also offer key practical insights, appraisal principles, and appropriate applications which will assist local agencies in preparing waiver valuations effectively and in compliance with federal and state requirements.

LENGTH: 1 day

PDH's: 6.0

Instructor: **James Kyte (FHWA)**

### **Welding Workshop for Highway Structures**

OVERVIEW: This workshop was assembled as a workforce development tool for public agency staff that may have oversight duties pertaining to structural welding, though unfamiliar with the requirements of welding specifications dictated for Federal-Aid projects [23 CFR 625.4 (b) (5) and (9)].

LENGTH: 1 Day

PDH's: 0.0

Instructor: **Justin Ocel, Ph.D., P.E (FHWA)**

## **WMFT (Web Motor Fuel Tax)**

OVERVIEW: Participants will gain an understanding of the IDOT WMFT system.

LENGTH: ½ day

PDH's: 3.0

Instructor: Barry Kent (IDOT)

---

## Local Agency Only Classes

---



### **Flagger Training**

PURPOSE: This class provides training to local agency personnel for their day labor and maintenance activities. It meets requirements established by the Manual on Uniform Traffic Control Devices (MUTCD) and the Occupational Safety and Health Administration.

PREREQUISITES: This course is available to local agency highway personnel holding a valid driver's license or an Illinois Identification Card from the Secretary of State.

TOPICS COVERED: Traffic control devices, the flagger's role in work zone safety, Illinois laws and responsibilities, and flagging procedures.

LENGTH: ½ day

PDH's: 3.0

Instructor: Stephanie Stoverink (IDOT)

### **Work Zone Safety**

PURPOSE: This class provides training to local agency personnel for their day labor and maintenance activities.

TOPICS COVERED: Traffic control devices, traffic control plans, and work zone safety.

LENGTH: ½ day

PDH's: 3.0

Instructor: Juan Pava (IDOT), Paul Gurklys (IDOT), and Dean Mentjes (FHWA)



## **You, Others & Their Real Colors**

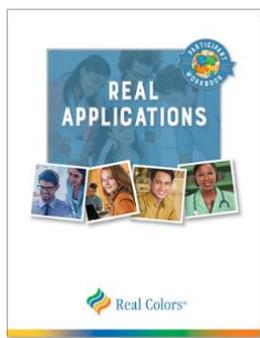
At one time or another, everyone has reached a point where they can only shake their head and wonder, "Why do people do the things they do?" The answer may surprise you!

Fact is, everyone has a distinct temperament spectrum. By learning to identify a person's Real Colors®, you will gain insight into the things that are most important to them while discovering the secret of what motivates them and much more.

This workshop program provides an opportunity for professionals to examine who they are and how they relate to their associates in the workplace. It empowers associates by teaching them effective communication skills and helping them understand their own behavior, the behavior of their co-workers, and the behavior of their clients.

A better understanding of the personalities of people allows associates to perform tasks in a more efficient manner that results in higher quality work and more satisfied workers. By learning to better understand and deal with the personality styles of others, participants gain power in every aspect of their lives, both professionally and personally.

*T2 is excited to announce, in addition to the foundation You, Others & Their Real Colors, we will now be offering the following advanced workshops!*



## **Real Applications**

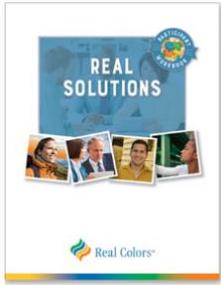
Real Applications takes the concepts from the foundation You, Others & Their Real Colors program with activities and powerful content to help your organization further apply Real Colors in exciting innovative ways.

Program participants will look at how a person's second color affects their overall personality style, how Real Colors concepts help each team member connect with your organization's mission, and how Real Colors offers a framework to navigate difficult conversations.

Real Applications contains activities, resource materials, and content relating to Customer Service.

Pre-requisite: You, Others & Their Real Colors

Instructor: **Stephanie Stoverink** (IDOT)



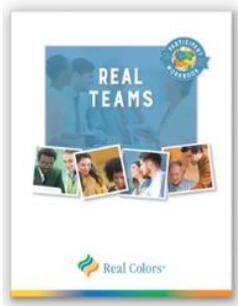
## **Real Solutions**

Real Solutions takes the concepts from the foundation You, Others & Their Real Colors program with activities and powerful content to help take Real Colors participants to the next level of understanding.

Real Solutions is a course designed to show how through using the knowledge of Real Colors, different “colors” process stressful and uncomfortable situations. One of the dynamic program modules takes difficult situations that occur in relationships and shows how Real Colors concepts can make a difference.

Pre-requisite: You, Others & Their Real Colors

Instructor: **Stephanie Stoverink, Tim Peters, Barry Kent** (IDOT)



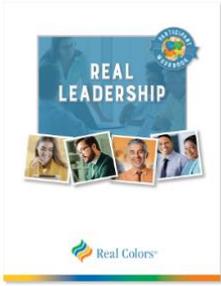
## **Real Teams**

Real Teams takes the concepts from the foundation You, Others & Their Real Colors program with activities and powerful team-building content to help Real Colors participants who working on a team.

Real teams is designed to help you and your team members gain insights and understanding about your team’s dynamics through Real Colors concepts. Through this workshop, participants will be taken through a series of fast-paced, interactive, and fun activities, allowing them to learn the strengths of each of the Real Colors first-hand. Exploring the concepts of trust, opportunities for growth, and what successful teams look like through the lens of Real Colors, participants will leave the workshop will applicable knowledge and skills that will help them work better together.

Pre-requisite: You, Others & Their Real Colors

Instructor: **Stephanie Stoverink** (IDOT)



## **Real Leadership**

Real Leadership takes the concepts from the foundation You, Others & Their Real Colors program with activities and powerful team-building content to help Real Colors participants who working on a team.

Real Leadership is a powerful new workshop, designed to help participant express their leadership strengths, predict what others need from them as a leader, and produce a personal leadership plan.

Pre-requisite: You, Others & Their Real Colors

Instructor: Stephanie Stoverink, Tim Peters, Barry Kent (IDOT)

---

## Illinois Center for Transportation (ICT) Classes

---

### **Documentation of Contract Quantities**

PURPOSE: To provide the student with the ability to document contract quantities in compliance with state and federal standards. This class will cover project diary entries, quantity book preparation, cross-reference system, extra work reports, measurement and calculation of pay items for pay quantities occurring in road and bridge plans.

PREREQUISITES: One-year IDOT construction experience, familiarity with general highway and IDOT construction terminology and practice, and knowledge of basic algebra and geometry including Order of Operations and the ability to calculate areas and volumes.

TOPICS TO BE COVERED: Construction Inspection which consists of staking, material testing and inspection, documentation of materials and quantities, record keeping and enforcement of specifications applicable to a contractor's work on construction projects.

LENGTH OF COURSE: 3 days.

Please visit the ICT website at <http://ict.illinois.edu/outreach/documentation-training/> for more information.

### **Erosion & Sediment Control Workshop**

PURPOSE: The three modules offered in this workshop series are designed for the Illinois Department of Transportation (IDOT) contractors, inspectors, designers and others interested in erosion and sediment control

and storm water management best management practices (BMPs) for a sustainable environment. Successful completion of the Fundamentals Module is required before taking the Design or Construction Modules.

PREREQUISITES: Must successfully complete Fundamentals Module to take Module II and III.

TOPICS TO BE COVERED: Module I: Fundamentals of Storm Water Pollution and Erosion and Sediment Control, Module II: Erosion and Sediment Control Planning and Design, Module III: Inspection of Erosion and Sediment Control Best Management Practices (BMPS)

LENGTH OF COURSE: Module I - 2 days, Module II – 1 day and Module III – 1 day.

Please visit the ICT website at <http://ict.illinois.edu/outreach/erosion-control-workshop/> for more information.

---

## Traffic Incident Management Training (TIM)

---

The Illinois Department of Transportation, through the Illinois Center for Transportation and Southern Illinois University Edwardsville, has established a Traffic Incident Management Training Program. This 5-hour class includes participants from all disciplines involved in incident management and is the first multi-disciplinary class of its kind in Illinois.

For additional information on IDOT's TIM classes, visit:

<http://www.idot.illinois.gov/transportation-system/safety/roadway/traffic-incident-management>

---

## National Highway Institute (NHI) Classes

---

The Illinois Department of Transportation and/or the Technology Transfer Center will not be handling enrollments for the National Highway Institute (NHI) classes this training season.

For additional information on NHI classes, visit their website at <http://www.nhi.fhwa.dot.gov/default.aspx>.

---

## QC/QA Training

---

The Illinois Department of Transportation QC/QA Training is administered by Lake Land College.

For additional information on locations, schedules, and fees visit their website at:

<http://www.lakeland.cc.il.us/as/idt/index.cfm>.



Illinois Department  
of Transportation



**ILLINOIS TECHNOLOGY  
TRANSFER CENTER**



